



## Governor's Office of Storm Recovery

ANDREW M. CUOMO  
Governor

LISA BOVA-HIATT  
Executive Director

### Governor's Office of Storm Recovery (GOSR)

**Job Title:** Policy Analyst  
**Department:** Policy  
**Location:** New York City

#### Organization Summary

Established in June 2013 following the occurrence of Hurricane Irene, Tropical Storm Lee, and Superstorm Sandy, the Governor's Office of Storm Recovery (GOSR) centralizes recovery and rebuilding efforts in impacted areas of New York State. GOSR aims to address communities' most urgent needs, while encouraging the identification of innovative and enduring solutions to strengthen the State's infrastructure and critical systems. Operating under the umbrella of New York Rising, GOSR utilizes approximately \$4.4 billion in flexible funding made available by the U.S. Department of Housing & Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) program to concentrate aid to four main areas—Housing Recovery, Small Business, Community Reconstruction and Infrastructure.

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#### Position Summary

Within the GOSR's Policy team, the Policy Analyst is responsible for assisting the Policy Team with the writing, managing, coordinating, and maintaining of policy and program documents, including Policy and Procedures Manuals, guidance documents, and Action Plan amendments. This position will play a role in developing and advancing GOSR's policy agenda and will support the team with research, documenting policy decisions, and record keeping. Additionally, the Policy Analyst will support GOSR in preparing information for monitoring and audits.

#### Responsibilities include but are not limited to:

- Creating, editing and maintaining policy and program documents, including Policy and Procedures Manuals, guidance documents, and Action Plan amendments.
- Works with Policy and Program teams on developing policies and procedures for issues that cross programs such as resiliency and fair housing.
- Archiving and file maintenance.
- Organize meetings and maintain meeting minutes and policy decisions.
- Coordinating with Communications team to ensure current policy content on the website
- Analyze and research existing policy and regulations to support the Policy Team and help determine compliance risk.
- Write about policy and practice for a variety of audiences to support GOSR's policy agenda.
- Other administrative support to team where requested.

#### Qualifications

- Must be a NY State resident or able to relocate to NYS
- A bachelor's degree. Master's degree preferred.
- A minimum of three years of experience in a similar role such as public policy or project management.

- Disaster recovery or housing policy experience preferred.
- Excellent writing, editing, and presentation development skills.
- Ability to research policies, procedures, and regulations.
- Must be organized and concerned about details.
- Strong interpersonal skills, and the desire to work collaboratively.
- Ability to manage multiple projects in a fast-paced environment.
- Strong research and analytic skills.
- Strong computer skills: Internet-research experience and knowledge of Word, Excel, and PowerPoint.
- Willingness and ability to travel within New York City, as well as occasional statewide.

**If interested:**

All candidates must submit a resume to [goshhrinfo@stormrecovery.ny.gov](mailto:goshhrinfo@stormrecovery.ny.gov). Please include the name of the position that you are applying for in the subject line. We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your training, work experience, and how you meet the qualifications of the position you are applying for. Please set forth all relevant employment history, including the name of each employer, dates of employment and titles held. Be sure to describe the nature of the work that you personally performed for each position held. If you had supervisory responsibilities, state how many people you supervised and the nature of such supervision.

The Governor's Office of Storm Recovery is an Equal Employment Opportunity employer committed to excellence and diversity. All qualified candidates are encouraged to apply.